

# VACANCY ANNOUNCEMENT

## VA Palo Alto Health Care System

### THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

<b>Vacancy Annc No.</b> <b>05-274GC)</b>		<b>Opening Date</b> <b>11/14/05</b>	<b>Closing Date</b> <b>12/05/05</b>	<b>U.S. Citizenship Required</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See notes below)		
<b># Posns</b> <b>1</b>	<b>Position Title</b> <b>Occupational Therapist</b>		<b>PD Number</b> <b>000000</b>	<b>Pay Plan, Series, Grade</b> <b>GS-631-11</b>		
<b>Service</b> <b>Physical Medicine and Rehabilitation; Occupational Therapy Section</b>			<b>Promotion Potential</b> <b>None</b>	<b>Salary Range</b> <b>\$30,495 - \$37,166 per annum</b>		
<b>Duty Station</b> <b>Palo Alto, CA.</b>			<b>Tour of Duty</b> <b>Work schedule may be negotiated, however, it must include working on Saturdays.</b>			
<b>Work Schedule</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input checked="" type="checkbox"/> <b>Part-time @ 20 hrs/wk</b>		<b>Subject to Bargaining Unit</b> <input checked="" type="checkbox"/> <b>Yes-Minimum posting: 15 work days</b> <input type="checkbox"/> No-Minimum posting: 10 calendar days		<b>Subject to Supervisory Probationary Period</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> Yes (First-time supervisors subject to 1 year)		
<input checked="" type="checkbox"/> <b>Permanent</b> <input type="checkbox"/> Temporary NTE _____ <input type="checkbox"/> Term NTE _____		<b>Subject to Drug Testing</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> Yes (See notes below)		<b>Physical or Medical Examination Required</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Yes (See notes below)</b>		
<b>Travel and/or relocation expenses</b> <input type="checkbox"/> are authorized <input checked="" type="checkbox"/> are not authorized		<b>Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement.</b> <table style="width: 100%;"> <tr> <td style="width: 50%;"> <b>Relocation bonus</b>    <input type="checkbox"/> is authorized  <input checked="" type="checkbox"/> is not authorized                 </td> <td style="width: 50%;"> <b>Recruitment bonus</b>    <input type="checkbox"/> is authorized  <input checked="" type="checkbox"/> is not authorized                 </td> </tr> </table>			<b>Relocation bonus</b> <input type="checkbox"/> is authorized <input checked="" type="checkbox"/> is not authorized	<b>Recruitment bonus</b> <input type="checkbox"/> is authorized <input checked="" type="checkbox"/> is not authorized
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<b>Area of Consideration - For information on application procedures, see section on 'HOW TO APPLY'</b>  <input checked="" type="checkbox"/> <b>PUBLIC - All other interested and qualified candidates. Position(s) is/are in the Excepted Service and will be filled under U.S.C. Title 38. U.S. citizenship is required. If applicable, noncitizens may be appointed when no qualified U.S. citizens are available in accordance with regulations issued by the Under Secretary for Health.</b>						
<b>Point of Contact - Inquiries should be directed to the following individual at (650) 858-3951.</b> <b>Gilbert R. Cataño, Human Resources Specialist</b>						
<b>REASONABLE ACCOMMODATION</b> This office provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this office. The decision on granting reasonable accommodation will be on a case-by-case basis.						
<b>THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT</b>						

**DUTIES:** Incumbent is employed as an Occupational Therapist with the VA Palo Alto Health Care System (VAPAHCS) and is assigned to the Physical Medicine and Rehabilitation Service (PMRS). Incumbent will be assigned to cover Spinal Cord Injury (SCI), Acute Care and Comprehensive Rehabilitation Center (CRC)-Polytrauma Units. Incumbent plans, implements, and coordinates comprehensive and complex occupational therapy services for young adults, older adults and geriatric veterans with the full range of medical, neurological, orthopedic, and psychological disorders. Evaluates patients' abilities and functional limitations, develops treatment plan(s) and administers appropriate therapy program(s). Supervises and trains occupational therapy interns and practicum students and volunteers as assigned. Maintains patient attendance records and other statistical reports required by PMRS. Complies and submits reports as requested.

**QUALIFICATION REQUIREMENTS:** Candidates must meet all requirements (as appropriate) listed below:

**Education** - Graduation from a baccalaureate degree program in occupational therapy or a post-baccalaureate certificate program accredited by the Accreditation Council for Occupational Therapy Education.

**Foreign Graduates** - Graduates of foreign occupational therapy training programs also meet the education requirement if they have graduated from a degree or equivalent program recognized by the American Occupational Therapy Association (AOTA).

**Certification** - Possession of written documentation that the individual has passed the Certification Examination for Occupational Therapists Registered OTR, which is administered by the National Board for Certification in Occupational Therapy (NBCOT). Appointing officials may approve the appointment of candidates who have ever had their certification revoked, suspended, denied, restricted, limited, or issued/placed in a probationary status provided they currently have full and unrestricted certification.

**English Language Proficiency** - Occupational Therapists must be proficient in spoken and written English as required by 38 U.S.C. 7402(d) and 38 U.S. C. 7407(d).

**Experience** – 1 year of experience comparable to the next lower grade level which is directly related to the position to be filled.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** Graduate education/degree may be substituted but only if the education/degree is from a college or university recognized by the AOTA, or in field related to occupational therapy (e.g., anatomy, physiology, kinesiology, nursing, physical therapy, social work, geriatrics/gerontology, exercise physiology) and which was regionally accredited at the time the candidate completed the program.

**VOLUNTEER EXPERIENCE:** Appropriate credit will be given for voluntary participation in community, social service, and similar activities.

**BASIS OF RATING:** Your qualifications will be based on the quality of your experience as shown in your application and supporting documents.

1. **KNOWLEDGE** of current professional occupational therapy practices.
2. **ABILITY** to provide occupational therapy services to patients.
3. **SKILL** in interacting and collaborating with a variety of health professionals.
4. **ABILITY** to provide prevention and wellness services, including screening and health promotion.
5. **ABILITY** to consult, educate and engage in critical thinking.

**ADDITIONAL NOTES:**

- ◇ **Funds Availability:** The position being filled is subject to the availability of funds.
- ◇ **Additional Vacancies:** This announcement may be used to fill additional vacancies occurring within 90 days.
- ◇ **U.S. Citizenship:** If applicable, non-citizens may be appointed when no citizens are available in accordance with regulations issued by the Under Secretary for Health.
- ◇ **Update Of Qualifications:** VAPAHCS employees should ensure their official personnel folder (OPF) contains complete information about their qualifications for this position *by the closing date of this announcement*.
- ◇ **Promotion Potential:** If applicable, the candidate may be non-competitively promoted up to the full performance level without further competition provided they demonstrate satisfactory performance, meet applicable administrative requirements, and there is sufficient work at the higher grade level.
- ◇ **Time-In-Grade Requirement:** Candidates for advancement to General Schedule (GS) positions in the competitive service must have completed a minimum of 52 weeks at the next lower grade level (or equivalent) commensurate with the line of progression for this position.
- ◇ **English Language Proficiency:** If applicable, individuals appointed to direct patient care positions must be proficient in spoken and written English as required by Title 38, United States Code (38 U.S.C.).
- ◇ **TB Skin Screen Test:** All applicants selected for employment with the VAPAHCS will be required to meet TB screening requirements before being placed into this position.
- ◇ **Physical / Medical Standards:** If applicable, candidates will be required to pass a physical examination.
- ◇ **Drug Testing Position:** All applicants tentatively selected for VA employment in a testing designated position are subject to random drug screen (urinalysis) for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA.
- ◇ **Direct Deposit / Electronic Funds Transfer:** It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.

**HOW TO APPLY:** *All applicants must submit:*

1. **VA Form 10-2850c** - Application for Associated Health Occupations **and** résumé or CV.
2. **OF-306** - Declaration of Federal Employment. You must complete this form to determine your acceptability for Federal employment.
3. **DD-214** - Military Discharge Paper. Veterans claiming veterans' preference and those eligible for employment under veterans hiring authorities must submit a copy indicating dates of active duty and type of discharge (copy #4).
4. **SF-15** - Application for 10-Point Veteran Preference. If you are applying for 10-point veterans' preference, you must submit this form **and** the required documentation specified on the reverse of the SF-15.
5. **SF-50B** - Notification of Personnel Action. Transfer/Reinstatement Eligibles must submit a copy of their latest/last SF-50B.
6. **ACTAP** - If you are currently a Department of Veterans Affairs employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the Department of Veterans Affairs Agency Career Transition Assistance Program (ACTAP). To receive this priority consideration, you must:
  - a. Be a current Department of Veterans Affairs career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES), and the date of the RIF separation has not passed and you are still on the rolls of the Department of Veterans Affairs. You must submit a copy of the RIF separation notice or CES along with your application upon request.
  - b. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have greater promotion potential than the position from which you are being separated.
  - c. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.

- d. Be currently employed by the Department of Veterans Affairs in the same commuting area of the position for which you are requesting priority consideration.
  - e. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  - f. Be rated well-qualified for the position. ACTAP candidates who attain a score of 90 for the rating criteria developed for the position (e.g., KSAOs, job elements, etc.) will be considered well-qualified.
7. **ICTAP** - If you are a displaced Federal employee, you may be entitled to receive special priority selection under the Interagency Career Transition Assistance Program (ICTAP). To receive this priority consideration, you must:
- a. Be a displaced Federal employee. The following categories of candidates are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation letter, letter from OPM or agency documenting your priority consideration status with your application package.
  - b. Be a current or former career or career-conditional (tenure group I or II) competitive service employee who:
    - i. Received a RIF separation notice; or
    - ii. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place you; or
    - iii. Retired with a disability and whose disability annuity has been, or is being, terminated; or
    - iv. Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a copy of your SF-50B which indicates "Retirement in Lieu of RIF"; or
    - v. Retired under the Discontinued Service Retirement (DSR) option; or
    - vi. Was separated because you declined a transfer of function or directed reassignment to another commuting area.
  - c. Be a former Military Reserve or National Guard Technician who is receiving special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of the Title 5, United States Code.
  - d. Be applying for a position at or below the grade level of the position from which you have been separated.
  - e. Has a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
  - f. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
  - g. File your application package by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  - h. Be rated well-qualified for the position. To be rated well-qualified for the position, you must:
    - i. meet the qualification standard and eligibility requirements for the position, including any medical qualifications and minimum educational and experience requirements;
    - ii. meet all selective factors, where applicable, and appropriate quality ranking factor levels, as well as knowledge, skills and abilities (KSAs) factor(s) for this position. Well-qualified candidates are those who attain 90 of the total points possible for the rating criteria developed for the position (e.g., KSAOs, job elements, etc.); and
    - iii. be physically qualified, with reasonable accommodation, where appropriate, to perform the essential duties of the position.
8. **Education Requirement/Substitution of Education for Experience** – If the position has an educational requirement or you are substituting education for experience, copies of college transcripts **must** be submitted.
9. **Schedule A applicants only** - Letter from the State of California Department of Rehabilitation or from a qualified VA Counselor certifying eligibility **for appointment to this position.**
10. **Performance Appraisal** - Current/Former Federal employees must submit a copy of their most recent performance appraisal.

To receive consideration, all application materials must be postmarked or received in this office by the closing date. Any information not submitted with your original application will not be considered. Failure to submit the requested material and response to the rating factors may result in a lower rating in the evaluation process.

All application materials will become the property of the Human Resources Management Service and will not be returned, used for other positions, or duplicated once submitted.

In accordance with 18 U.S.C. 1719, use of postage-paid government agency envelopes to file job applications is a violation of Federal law and regulation. Applications mailed in postage-paid government envelopes, sent by Federal agency special courier services or submitted through Federal fax machines will not be considered.

**APPLICATIONS SHOULD BE MAILED TO:**

**Human Resources Management Service (05A)  
VA Palo Alto Health Care System  
3801 Miranda Avenue  
Palo Alto, CA 94304**